

Ordering ACCESS for ELLs® Test Booklets

	Explanation
Ordering Test Booklets	1. ACCESS for ELLs® English language proficiency test booklets can be ordered from MetriTech in November. Please see the Important Dates Calendar on the ACCESS website for exact ordering dates. (http://tiny.cc/13gja)
	2. MetriTech will send ordering information to Superintendents before the test ordering period begins.
	3. An explanation of how to order tests will be sent out to the NHESOL listserve and will be posted on the ACCESS website before the ordering period begins.
	4. Please order the booklets according to student grade and test tier (A, B, or C). <u>For example</u> , order three (3) grade 4, tier A test booklets.
	5. If there are several schools in your district, you may share extra booklets <u>within</u> your district. For example, if a student is enrolled in January at Elementary School A (ES A) and Elementary School B (ES B) has an extra booklet that corresponds with that student's need, then ES B may send the booklet to ES A to use because they are in the same district. Please do not provide booklets to schools that are outside your district.
	6. <u>Please do not order extra tests.</u> Only order tests for the students you are responsible for testing. MetriTech will send extra booklets to use with students who enroll after the test period begins.
	7. If you have students who enroll after the test order period ends and you do not have any extra booklets in your district that can be used for those students, you may order the needed test booklets from MetriTech.
	8. The NH DOE must pay for testing booklets that were ordered but not used. Excess ordering of booklets may in turn be billed to the District.